STETSON
CONVENTION SERVICES
SUSTAINABLY PRODUCED EXPOSITIONS

Dear NCCL Exhibitor:

STETSON CONVENTION SERVICES, INC. is pleased to be your Official Service Contractor for the National Conference for Catechetical Leadership (NCCL) May 18-20, 2015 at the Buffalo Niagara Convention Center. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed, are equipment rental and service order forms for your information and use. See below for navigation tools. If you have any questions or require an item not included in this manual, please contact Stetson Convention Services. We look forward to working with you.

Caitlin Fitch
Exhibitor Services Representative
cfitch@stetsonexpo.com

Looking to "green" your booth? Follow the SEED to find environmental products throughout the Stetson manual.

SHOW INFORMATION
- Show Contacts
- Important Dates & Booth Equipment
- Show Site Work Rules

PAYMENT TERMS & CONDITIONS
- Terms & Conditions
- Exhibitor Payment Authorization Form
- Conditions for EAC / EAC Payment Form
- 3rd Party Authorization Form

RENTAL ORDER FORMS (these items will be processed pre-show)
- General FAQs
- Booth Package Order Form
- Furniture Order Form
- Accessory Order Form
- Display Order Form
- Signage Order Form
- Carpet Order Form
- Floral Order Form

LABOR ORDER FORMS (these items are an estimate and will be processed at show site)
- Booth Cleaning Order Form
- Labor Order Form
- Labor Instructions
- Forklift Order Form

FREIGHT HANDLING (these items are an estimate and will be processed at show site)
- Drayage Services & Guidelines
- Freight Handling Terms
- Freight Handling FAQs
- Freight Handling Estimation
- Outbound Shipping Information
- Warehouse Shipping Labels
- Show Site Shipping Labels
- Shipping with **ADCOM** Worldwide

SERVICE FORMS
- Electrical Order Form
- Internet Order Form
- Telephone Order Form

OTHER FORMS
- Custom Furnishings - please call our office or email cfitch@stetsonexpo.com for ordering information.

OFFICIAL SERVICE CONTRACTOR:

Stetson Convention Services
2900 Stayton Street
Pittsburgh, PA 15212
Phone: (412) 223-1090
Fax: (412) 223-1094
Mobile: (412) 287-1100
cfitch@stetsonexpo.com
www.stetsonexpo.com

FACILITY:

Buffalo Niagara Convention Center
153 Franklin St.
Buffalo, NY 14202
Phone: (716) 855-5555

PREFERRED CARRIER:

ADCOM Worldwide
(800) 486-7447
exhibitors@adcomworldwide.com
www.adcomworldwide.com

We strongly suggest that all shipments are sent to the Advance Warehouse.

SHIPPING EXHIBITION MATERIALS:

ADVANCE TO WAREHOUSE:
Exhibit Company Name, Booth #
Stetson Convention Services
ADCOM c/o Air Dispatch
223 South Park Ave.
Buffalo, NY 14204

DIRECT TO SHOW SITE:
Exhibit Company Name, Booth #
Stetson Convention Services
c/o Buffalo Niagara Convention Center
South Exhibit Hall
153 Franklin St.
Buffalo, NY 14202

UTILITIES:

Electrical, Internet & Telephone: Please submit these forms in the manor requested by each provider. Order forms are located in the back of this service manual.

WAYS TO ORDER: Be sure to include show name, exhibiting name and booth number with all orders.

- Online Ordering - username and password will be emailed
- By Credit Card - email to your exhibitor services representative or fax to (412) 223-1094.
- By Check - mail to Stetson Convention Services, 2900 Stayton Street, Pittsburgh, PA 15212

IMPORTANT DATES:

Stetson Discount Deadline *Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate.*	**Friday, May 1**	
Warehouse Receiving *Any materials received outside of these dates will incur a 25% surcharge.*	**Monday, April 6 to Friday, May 8**	**M-F 9:00am to 4:00pm**
Late Transfer to Show Site *If freight arrives after this date, a surcharge will be applied based on weight, dimension & piece count to transfer late to the show.*	***Monday, May 18***	
Exhibitor Move-in/Show Site Receiving *All shipments must arrive during these times to avoid surcharges or possible shipment refusal.*	**Monday, May 18**	**1:00pm to 8:00pm**
Show Hours	**Tuesday, May 19**	**8:00am to 9:15am** **11:15am to 5:30pm**
	Wednesday, May 20	**8:00am to 9:15am** **11:00am to 12:30pm** **2:15pm to 3:45pm**
Exhibitor Move-out	**Wednesday, May 20**	**3:45pm to 7:00pm**
Carrier Check-in Deadline *All shipments left on the floor will be forced onto Stetson's onsite carrier at exhibitor's expense.*	**Wednesday, May 20**	**6:00pm**

BOOTH EQUIPMENT:

Show Colors & Equipment

8' Back drape	Gold/White/White/Gold
3' Side drape	White
Booth ID Sign	

The Exhibit Hall is not carpeted. For those exhibitors who are interested in carpet rental see page 17 for details. **Carpet is a great way to improve the comfort of your space and enhance your branding!**

Union jurisdictions apply for various unions working within the **Buffalo Niagara Convention Center (BNCC)**. Please review each section, and should you have any additional questions, please call **STETSON EXHIBITOR SERVICES** at 412.223.1090.

INSTALLATION & DISMANTLING:

The **Carpenters Union** handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services can complete the enclosed **LABOR ORDER FORM**.

If the individuals performing the installation work are employees of an official display house, proper insurance documentation and notification in writing must be mailed to Stetson Convention Services 30 days prior to event move-in including show name and exhibiting company.

HOURS:	Straight time:	Monday through Friday	8:00 am to 4:30 pm
	Overtime:	Monday through Friday	4:31 pm to 7:59 am
		Saturday	12:00 am to 11:59 pm
	Double time:	Sunday and Holidays	12:00 am to 11:59 pm

CARPENTERS: Carpeting: Exhibitor owned carpet over 200 square ft. must be installed by the Carpenters Union.

Displays (without tools): Exhibitors may install and dismantle their own displays that do not require the use of any battery and/or electric tools. Displays may be installed by exhibitors, provided they do not exceed a 10'x 20' booth or work does not exceed 30 minutes. Only full-time exhibiting personnel may be used to install and dismantle displays.

Displays (with tools): Any exhibits that require the use of battery and/or electric tools, ladders or staple guns in the assembly must be performed by union personnel. Rates are indicated on the **LABOR ORDER FORM**.

SHIPPING AND FREIGHT HANDLING:

The **BNCC does not** receive or store exhibitor freight. All exhibitor materials entering the facility must be handled through Stetson Convention Services. Stetson will unload all vehicles, deliver materials to your booth, remove empties and reload at the close of the show. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to the dock area. Please see the enclosed shipping instructions for more information.

TEAMSTERS: Hand-Carry Items: Exhibitors are permitted to bring in materials that can be hand carried by one person in one trip, without the use of any carts or dollies from the parking garage or entrance to the exhibit hall. Any deliveries to the dock area must be handled by the Teamsters Union.

Freight Shipments: All freight shipped either in advance or to show site via a common carrier, van line, private carrier, and/or air freight must be handled by union personnel. Rates are listed on the **FREIGHT HANDLING ORDER FORM**.

ELECTRICAL WORKERS UNION: All booth electrical work must be performed by the Electrical Workers Union. Please see enclosed **ELECTRICAL ORDER FORM**.

PLUMBERS UNION: All air, water and gas work must be performed by the Plumbers Union.

MISCELLANEOUS:

- Exhibitors are allowed to do technical work on their personal machines, such as fine line balancing, programming and cleaning.
- All carpet vacuuming must be performed by the Stetson personnel.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Stetson at show site immediately. Please refrain from voicing complaints directly to craft personnel.

Please read carefully: The following Terms & Conditions define the respective parties' responsibilities of the contractual agreement between Stetson Convention Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- Signature of the Payment Authorization Form or
- An order for labor, services, and/or rental equipment is placed by an Exhibitor with Stetson or
- Work is performed on behalf of Exhibitor by labor secured through Stetson

DEFINITIONS:
The name Stetson Convention Services, Inc. shall be construed within the meaning of this contract as Stetson Convention Services, Inc. and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Stetson may appoint. The term Exhibitor shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives and/or any Exhibitor Appointed Contractor (EAC).

PAYMENT TERMS:
Full payment, including any applicable tax, is due in advance or at show site. A $25.00 administrative fee will be applied to any refund based on overpayment of check. All payments must be in U.S. funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional (standard) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Stetson except where specifically identified as a sale. All Stetson rentals include delivery, installation and removal from Exhibitor's booth. In case of cancellation, charges will be applied to all labor orders that are not cancelled in writing at least five days prior to the scheduled start time. If services have already been provided at the time of cancellation, no refund will be given. It is Exhibitor's responsibility to advise Stetson personnel of any problem with any orders, and to check invoices for accuracy prior to the close of the exhibit. If Exhibitor is exempt from payment of sales tax, Stetson requires an exemptions certificate for the state in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Stetson requires 100% prepayment of advance orders; any orders or services placed at show site must be paid at the show. For all others should there be any pre-approved unpaid balance after the close of the show, terms will be net 15 due and payable in Pittsburgh, PA upon receipt of invoice. Effective 15 days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 10% per month for the length of the outstanding invoice. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Stetson shall either be applied to reduce the principal unpaid balance or be refunded to the payer. These payment Terms & Conditions shall be governed by and construed in accordance with the Laws of the State of Pennsylvania. In the event of any dispute between Exhibitor and Stetson relative to any loss, damage or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Stetson for its services as an offset against the amount of any alleged loss or damage. Any claim against Stetson shall be considered a separate transaction and shall be resolved on its own merits. Stetson reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Stetson may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Stetson hereby provides notice that it reserves the right, and Exhibitor authorized Stetson, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR TERMS & CONDITIONS RESPONSIBILITY AND INDEMNIFICATION

LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:
Stetson will be responsible for the performance of labor provided under this option. Stetson does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Stetson's direct supervision and control. In no event shall Stetson be liable for loss or damage caused by delay in labor beginning work when Exhibitor request labor to begin later than the start of the working day. Stetson shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond Stetson's reasonable control. Stetson agrees to indemnify, hold harmless and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Stetson employees, or property damage arising out of work performed by labor provided and supervised by Stetson, except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR:
Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Stetson in a reasonable manner as to prevent bodily injury and/or Property damage and also to direct them to work in a manner that is in compliance with Stetson's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Stetson Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. Exhibitor agrees to indemnify, hold harmless and defend Stetson from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Stetson employees, and/or property damage arising out of work performed by labor provided by Stetson but supervised by Exhibitor. Further, the Exhibitor's indemnification of Stetson includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Stetson to work in a manner that violates any of the above rules, regulations and/or ordinances.

FREIGHT HANDLING TERMS & CONDITIONS

1. Stetson and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. Crates and packaging should be made of a design to adequately protect contents for handling by forklift and similar means.
2. Relative to **inbound shipment(s)**, there may be a lapse of time between the delivery of shipment(s) to the booth by Stetson or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to **outgoing shipment(s)**, it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Stetson and its subcontractors are not liable for the loss of, disappearance of or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are Stetson and its subcontractors liable for Exhibitor's freight before it is picked up form the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to Stetson or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. Stetson and its subcontractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance notice has been given to Stetson in time to obtain the proper equipment.
4. Stetson and its subcontractors shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including but without limitation to, strikes, labor disputes, lockouts or work stoppages of any kind, fire theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities and other events of force of nature.
5. Stetson and its subcontractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that Stetson and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Stetson hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Stetson and its subcontractors do not provide for full liability should loss or damage occur. In the event that Stetson or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $.10 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Stetson, its subcontractors or their employees.
7. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site.
8. Stetson and its subcontractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including but not limited to, delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the Exhibitor's materials.
9. Claims for loss or damage must be submitted to Stetson immediately at show site, and in any case not later than thirty (30) business days after the conclusion of the event. Any and all claims reported after thirty (30) days will be rejected. No suit or action shall be brought against Stetson or its subcontractors more than one year after the cause of action accrues.
10. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that Stetson and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Stetson or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that Stetson or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
11. Stetson and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS, FedEx, DHL or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the Stetson Exhibitor Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY. Stetson assumes no responsibility for error in preceding procedures, removal of containers with old empty labels and without Stetson labels or improper information on labels. Stetson and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
13. In order to expedite removal of freight from the show site, Stetson has the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Stetson assumes no liability as a result of such rerouting or handling.
14. The Exhibitor agrees, in the event of a dispute with Stetson or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Stetson for freight handling services or any other services provided by Stetson or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay Stetson prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Stetson or its subcontractors shall be pursued independently by the Exhibitor as completely separate.
15. Customer and/or the consignor warrants that all shipments shall comply with all applicable hazardous materials rules and regulations for the applicable mode of transport and all other health, safety and security regulations. All shipments shall be properly packaged, marked and labeled and clearly identified. No dangerous goods shall be tendered to Freight Forwarder for transportation, handling or storage without prior written agreement of Freight Forwarder . Customer and/or consignor shall indemnify and hold harmless Freight Forwarder and all service providers from any liability, loss, damage, fine or suit arising from breach of the warranties set forth herein.

The placing of an order for the services of tradesmen and women and the use of equipment by an Exhibitor or any agent of the Exhibitor shall be construed as an offer subject to acceptance and approval of Stetson in its sole discretion. Upon Stetson's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once Stetson has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Stetson or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 15. above.

EXHIBIT COMPANY NAME BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP EMAIL

PHONE

▶ORDERED BY SIGNATURE DATE

Signature denotes acceptance of all Terms & Conditions included in Exhibitor Service Manual

PAYMENT POLICIES

- **ORDERS:** These may be placed by fax, (e)mail, or online (an individualized username and password will be emailed). Email orders to Stetson at exhibitorservices@stetsonexpo.com.
- **PAYMENT FOR SERVICES:** Stetson requires payment in full at the time services are ordered. A credit card is required at time of initial order for freight handling and labor orders. A $25 administrative fee will be added to overpayments by check or switching credit cards on file.
- **DELIVERY**: Payment must be received by install date to confirm delivery of items to your booth.
- **DISCOUNT PRICES:** To qualify, orders must be received with payment on or before Discount Deadline date. Orders cancelled after this date will receive a 50% refund.
- **REFUNDS**: None will be processed until show has closed.
- **THIRD PARTY BILLING:** Each exhibiting firm is responsible for all charges incurred on its behalf. See Third Party Billing Request form.
- **ADJUSTMENTS/CANCELLATIONS:** No adjustments or credits to invoices will be given after the close of event for items or services ordered, but not received.
- **BANK TRANSFER:** Call to set up.
- **ORDER CONFIRMATION/INVOICES**: Email will be sent.
- **ESTIMATE**: Final charges will be processed once items are accepted and can be actualized.

SUMMARY OF ORDER

BOOTH PACKAGE $_____

FURNITURE $_____

ACCESSORIES $_____

CARPET $_____

CLEANING $_____

FLORAL $_____

DISPLAY $_____

SIGNAGE $_____

LABOR (EST.) $_____

FORKLIFT (EST.) $_____

FREIGHT HANDLING (EST.) $_____

GRAND TOTAL DUE $_____

METHOD OF PAYMENT: We will use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative or freight received and handled by Stetson. You may choose to pay by credit card, check or wire transfer, however, we require a credit card on file to confirm your order.

❑ MasterCard ❑ Visa ❑ American Express ❑ Discover

Account Number [ ] [ ] [ ] [ ] Exp. Date [/]

❑ Credit Card ❑ Check

Must still fill out Credit Card information to confirm order. Credit card will be run if check not received by discount deadline and 15 days post show close.

CARDHOLDER NAME (PRINT)

CARDHOLDER BILLING ADDRESS

CITY/STATE/ZIP

EMAIL ADDRESS FOR INVOICE

▶CARDHOLDER SIGNATURE

❑ Please check here if you are tax exempt, and please include a copy of your exemption certificate. Stetson Federal Tax ID Number 25-1779096

PAYMENT AUTHORIZATION

OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS

OFFICIAL SERVICE CONTRACTORS:

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Stetson to perform and provide necessary services and equipment, Stetson is appointed to:

- Assure the orderly and efficient installation and removal of the overall exposition.
- Ensure the distribution of labor to all Exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

EXHIBITOR APPOINTED CONTRACTORS:

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

- The Exhibitor must notify Show Management and Stetson in writing of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to show management and Stetson at least 10 days before the show opening.
- Any Exhibitor who does not have a certificate of insurance on file in the Stetson office 10 days prior to the show will be automatically assessed a $200 fee, which will be charged against their security deposit.
- The Exhibitor agrees that he/she is ultimately responsible for all services in connection with his/her exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor must provide a certificate of insurance with at least the following limits: 1.) Comprehensive General Liability not less than $2,000,000 with respect to injuries to any one person in an occurrence. 2.) $2,000,000 with respect to injuries to more than one person in any occurrence. 3.) Workers' Compensation insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage. 4.) Stetson Convention Services must be named as an additional insured.
- The Exhibitor Appointed Contractor must agree to abide by all rules and regulations of the show, including all union rules and regulations.
- The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
- The Exhibitor Appointed Contractor will share with Stetson all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- The Exhibitor Appointed Contractor must furnish Show Management and Stetson with the names of all onsite employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
- The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the floor.
- The Exhibitor Appointed Contractor must confine its operations to the client's exhibit area. No service desks, storage areas or other work facilities will be located anywhere in the building. Show aisles and public space are not a part of the Exhibitor's booth space.
- The Exhibitor Appointed Contractor shall provide, if requested, evidence to Stetson that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Stetson. The Exhibitor Appointed Contractor must coordinate all of its activities with Stetson. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR

A non-official contractor is a company other than the official contractors listed in the Exhibitor Service Manual that provides a service (display and installation, florist, photography, audio visual and other related services) and needs access to your booth during the installation and dismantling.

Due to the necessity of coordination and for security purposes, exhibitors who choose to use these contractors for activities during the move-in/out must complete this form, comply with all rules and regulations (listed on previous page) and supply Stetson Convention Services with all necessary information by the discount price deadline date indicated above.

This form will only be accepted if filled out by an authorized representative of the exhibiting company and the authorized 3rd party. Listed on previous page of this form are the rules and regulations regarding non-official contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association of Exhibitions and Events.

*This portion to be filled out by exhibiting company

NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all Terms & Conditions in this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBIT ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

▶EXHIBITOR SIGNATURE _____ PRINT NAME _____

EXHIBITING COMPANY INFORMATION

Stetson will agree to third party payment arrangements provided the following are met:

- Third party must have a satisfactory payment record with Stetson Convention Services.
- This form must be fully completed prior to the discount price deadline date.
- Third Party and exhibiting company are subject to all of the Terms & Conditions as included in the Exhibitor Service Manual
- It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges.
- All Stetson services will be invoiced to the third party unless otherwise indicated by third party.

☐ All Services
☐ I&D Labor/Supervision
☐ Freight Handling/In & Out
☐ Booth Cleaning
☐ Rental Furniture/Carpet
☐ Signage/Graphics

METHOD OF PAYMENT

We will use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative or freight received and handled by Stetson. You may choose to pay by credit card, check or wire transfer, however, we require a credit card on file.

*This portion to be filled out by third party company

❑ MasterCard ❑ Visa ❑ American Express ❑ Discover

Account Number _____ Exp. Date ___/___

❑ Company Credit Card ❑ Check

Must still fill out Credit Card information to confirm order. Credit card will be run if check not received by discount deadline and 15 days post show close.

CARDHOLDER NAME (PRINT) _____ ▶SIGNATURE _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

THIRD PARTY COMPANY NAME _____ EMAIL _____

THIRD PARTY ADDRESS _____ CITY/STATE/ZIP _____

PHONE _____ EXT. _____ FAX _____

*Signature denotes agreement that 3rd Party is subject to Terms & Conditions as outlined in the Exhibitor Service Manual.

CONDITIONS FOR EAC / EAC PAYMENT

GENERAL FAQS

CAN I SUBSTITUTE MY TABLE INCLUDED IN THE BOOTH PACKAGE FOR ANOTHER TABLE?

- We define your booth package furnishings with show management. If an exhibitor wishes to have something other than what is included, they must order and pay for it in full. This includes a different table skirting color as well.

SHOULD I TELL YOU IF I DON'T WANT THE BOOTH PACKAGE FURNISHINGS IN MY BOOTH?

- Once at show site, you can place the unwanted furnishings into the aisle and someone will come by to pick them up for you.

ARE RENTAL PRICES PER DAY?

- No. Rental prices are applicable for the duration of the show. The only price that is per day is cleaning (see cleaning order form).

WHAT HAPPENS IF I FORGET TO CHOOSE A SKIRT COLOR FOR MY TABLE?

- Stetson will first contact exhibitors for their preference. If we don't hear back from you, the show color will be chosen.

WHAT CHAIRS WILL FIT UNDER THE 40" HIGH TABLES?

- The upholstered stools fit under the counter-height, 40" high tables.

WILL 9' x 10' CARPET FIT IN MY 10' x 10' BOOTH?

- Yes. It is typical in the trade show industry to leave a small gap in the back of a booth for any electrical cords, telephone cords, etc. This gap will be covered by the 8' high drape in the back of your booth.

CAN I ORDER 2 - 9' x 20' CARPETS FOR MY 20' x 20" ISLAND BOOTH?

- Although the gap in a 10' x 10' booth is no problem, a gap in an island booth is a gap that can be seen. Aisle carpet will line the perimeter of your booth. The 9' carpets are meant to line up with the aisle carpet. This would leave a 2' gap down the center of your island booth. Additional labor charges may apply due to the type of labor needed for carpet installation. For an island booth, you should order special cut and lay carpet.

AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?

- Yes this is allowed. Please be aware that freight handling charges will be applicable. Please consider what will be most cost effective for you and your company.

MY BOOTH IS DIRTY FROM MOVING IN—WILL STETSON CLEAN IT?

- Carpet is clean when installed. If it needs to be vacuumed from move-in, exhibitors are able to order opening day only cleaning or daily booth cleaning.

MY BOOTH IS TOO COMPLICATED/FRAGILE FOR UNION MEMBERS TO HANDLE—CAN WE WORK SOMETHING OUT?

- Exhibitors are more than welcome to supervise and work along with the union staff. The union members are working with trade show displays often and are familiar with installing and dismantling. If you are unhappy with the workers provided, please visit the Stetson service desk immediately.

DO I HAVE TO HIRE UNION LABOR IF A DISPLAY HOUSE IS HANDLING MY INSTALLATION AND DISMANTLE?

- Your display house is required to use the same union that has jurisdiction at the show facility. The display house should be aware of this, but it would be smart to double check with your appointed display house to ensure a smooth move in.

WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

- You can order Stetson supervised dismantle labor at the Stetson service desk. Please provide all dismantle and outbound shipping information and be sure you have a credit card on file. Stetson will dismantle, pack up and ship out your booth materials for you.

WHEN WILL MY CREDIT CARD BE CHARGED?

- Throughout the show process, there is a possibility of 3 charges: pre-show, show, and post-show. Pre-show charges will include all tangible items ordered (tables, chairs, carpet, advance warehouse freight). Show charges include show site orders, installation labor and freight handling. Post-show charges will include dismantle labor and any charges incurred from the move-out of the show.

BOOTH PACKAGE - OPTION A

QUANTITY	BOOTH PACKAGE DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	6'L x 30"H Skirted Table - **WHITE** 2 Folding Chairs Wastebasket with compostable liner	$178.50	$232.50	

BOOTH PACKAGE - OPTION B

QUANTITY	BOOTH PACKAGE DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	6'L x 30"H Skirted Table - **WHITE** 2 Folding Chairs Wastebasket with compostable liner 10' x 10' Booth Space Carpet - (circle one) **BLUE** **GRAY** **BLACK**	$297.50	$386.75	

- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.
- Booth packages are for a 10x10 booth space only. Only 1 package per exhibitor.
- Colors are preselected. No substitutions may be made under the discount package. Please order a la cart if different colors are preferred.

TOTAL OF ALL ITEMS ORDERED + 8.750% SALES TAX: $_____

EXHIBIT COMPAY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

BOOTH PACKAGE ORDER FORM

SKIRTED TABLES All tables are 24" wide—skirted on 3 sides	DISCOUNT PRICE	STANDARD PRICE
4' L x 30" H TABLE	$85.00	$110.50
6' L x 30" H TABLE	$95.00	$123.50
8' L x 30" H TABLE	$105.00	$136.50
4th side skirt	$45.00	$58.50

COUNTER HEIGHT SKIRTED TABLES All tables are 24" wide—skirted on 3 sides	DISCOUNT PRICE	STANDARD PRICE
4' L x 40" H TABLE	$95.00	$123.50
6' L x 40" H TABLE	$105.00	$136.50
8' L x 40" H TABLE	$115.00	$149.50
4th side skirt	$55.00	$71.50

Table top covered in compostable vinyl alternative. Please select skirt color—If no color is indicated, show color will be selected by STETSON

☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ GREEN ☐ GOLD ☐ RED ☐ SILVER ☐ TEAL ☐ WHITE

UNSKIRTED TABLES All tables are 24" wide	DISCOUNT PRICE	STANDARD PRICE
4' L x 30" H TABLE	$65.00	$84.50
6' L x 30" H TABLE	$75.00	$97.50
8' L x 30" H TABLE	$85.00	$110.50

COUNTER HEIGHT UNSKIRTED All tables are 24" wide	DISCOUNT PRICE	STANDARD PRICE
4' L x 40" H TABLE	$75.00	$97.50
6' L x 40" H TABLE	$85.00	$110.50
8' L x 40" H TABLE	$95.00	$123.50

PEDESTAL TABLES Formica Topped Cocktail Tables	DISCOUNT PRICE	STANDARD PRICE
30" ROUND—30" H	$80.00	$104.00
30" ROUND—40" H	$100.00	$130.00

SPECIALTY DRAPE Select color below	DISCOUNT PRICE	STANDARD PRICE
3' DRAPE PER LN. FT.	$15.00	$20.00
8' DRAPE PER LN. FT.	$20.00	$26.00

CHAIRS AND SEATING	DISCOUNT PRICE	STANDARD PRICE
FOLDING CHAIR	$45.00	$58.50
UPHOLSTERED ARM CHAIR—GRAY	$65.00	$84.50
UPHOLSTERED STOOL– GRAY/CT. HEIGHT	$75.00	$97.50
SWIVEL DESK CHAIR—BLACK/ARMLESS	$90.00	$117.00
SWIVEL DESK CHAIR—BLACK/ WITH ARMS	$100.00	$130.00

Indicate drape preference:
If no color is indicated, show color will be selected by Stetson
BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE

TABLE RISERS (12' H–WOOD) Select color above	DISCOUNT PRICE	STANDARD PRICE
4' DRAPED TABLE TOP RISER	$45.00	$58.50
6' DRAPED TABLE TOP RISER	$55.00	$71.50
8' DRAPED TABLE TOP RISER	$65.00	$84.50

- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

TOTAL OF ALL ITEMS ORDERED + 8.750% SALES TAX: $_____

EXHIBIT COMPAY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

FURNITURE ORDER FORM

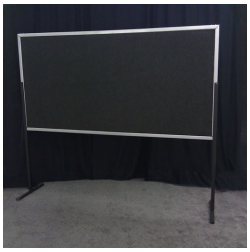
SIGN HOLDER

LITERATURE RACK

GARMENT RACK

GRIDWALL

POSTER BOARD



ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
POWER STRIP OR EXTENSION CORD (CIRCLE ONE)		$30.00	$39.00	
WASTEBASKET		$25.00	$32.50	
EASEL		$45.00	$58.50	
22" x 28" SIGN HOLDER *SEE SIGNAGE ORDER FORM		$70.00 ADD SIGN $90.00	$91.00 ADD SIGN $115.00	
LITERATURE RACK		$70.00	$91.00	
FISH BOWL		$25.00	$32.50	
ROPE—7 FT. SECTIONS		$35.00	$45.50	
CHROME STANCHION		$35.00	$45.50	
BLACK TENSA BARRIER W/7' EXPANDABLE BELT		$55.00	$71.50	
2 ARMED BAG HOLDER—WATERFALL		$85.00	$110.50	
2 ARMED GARMENT RACK—STRAIGHT		$85.00	$110.50	
4 ARMED GARMENT RACK—STRAIGHT		$95.00	$123.50	
IPAD STAND		$80.00	$104.00	
HALOGEN LIGHTS		$55.00	$71.50	
GRID WALL—3 ARMS PER GRID WALL ☐ STRAIGHT ARMS ____NUMBER OF FEET ☐ WATERFALL ARMS ____NUMBER OF CLAMPS		$75.00	$97.50	
POSTER BOARD (91" x 44.5" USABLE SPACE) *TACKS NOT INCLUDED		$150.00	$195.00	

- All items are RENTAL ONLY. Full price will be charged for items not returned.
- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

TOTAL OF ALL ITEMS ORDERED + 8.750% SALES TAX: $_____

EXHIBIT COMPAY NAME BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP EMAIL

PHONE EXT FAX

EXHIBITOR SIGNATURE PRINT NAME

ACCESSORY ORDER FORM

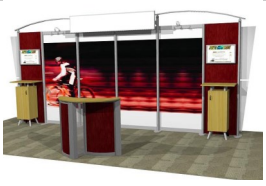
☐		**COUNTER: 1 METER X 1/2 M X 42" H** Select any of following accessories for an additional $25 each. ☐ SHELF ☐ LOCK ☐ DRILLED HOLE	$300.00	$390.00
☐		**COUNTER: 1 METER CURVED X 1/2 M X 42" H** Select any of following accessories for an additional $25 each. ☐ SHELF ☐ LOCK ☐ DRILLED HOLE	$350.00	$455.00
☐		**COUNTER: 2 METER X 1/2 M X 42" H** Select any of following accessories for an additional $25 each. ☐ SHELF ☐ LOCK ☐ DRILLED HOLE	$450.00	$585.00
☐		**COUNTER: 2 METER CURVED X 1/2 M X 42" H** Select any of following accessories for an additional $25 each. ☐ SHELF ☐ LOCK ☐ DRILLED HOLE	$500.00	$650.00
☐		**LIGHTED GLASS FULL DISPLAY CASE: 48" L X 18" W X 38" H** 2 Shelves	$375.00	$487.50
☐		**2M OPEN SHELVING UNIT: 48" L X 18" W X 38" H**	$350.00	$455.00
☐		**DISPLAY 1: CURVED FABRIC TABLE TOP DISPLAY** (FMLT-WTT-V01) 62" W x 45.5" H Comes with Pop Up Structure and Case	$990.00	$1,287.00
☐		**DISPLAY 2: FLAT FABRIC POP UP** (HOP-4X3FG-S) With End Caps 9' W x 7'H Comes with Pop Up Structure and Case	$1,150.00	1,495.00
☐		**DISPLAY 3: CURVED FABRIC POP UP** (HOP-4X3FG-C) With End Caps 9' W x 7'H Comes with Pop Up Structure and Case	$1,150.00	1,495.00

- Please call Stetson Exhibitor Services for a custom display suited to your needs.
- See furniture, accessory, AV and signage order forms for additional items to enhance your custom display.
- No refunds will be granted to any items cancelled after Discount Deadline as most orders have been placed and processed.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

TOTAL OF ALL ITEMS ORDERED + 8.750% SALES TAX: $_____

EXHIBIT COMPAY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

DISPLAY ORDER FORM

	DISPLAY 4: 10' TURNKEY HARD WALL 8' Back Wall Header Signage in three panels, or an overlay for an additional $150	DISCOUNT PRICE $1,300.00	STANDARD PRICE $1,690.00
	DISPLAY 5: 10' TURNKEY HARD WALL 8' Back Wall Header 3' Side Panels Signage in three panels, or an overlay for an additional $150	$1,600.00	$2,080.00
	DISPLAY 6: 10' TURNKEY HARD WALL WITH COUNTERS 8' Back Wall Header Two 42" high Counters	$1,950.00	$2,535.00
	DISPLAY 7: 20' DELUXE TURNKEY HARD WALL OVERLAY 20' Hard Wall with Overlay Two Columns	$3,900.00	$5,070.00
	DISPLAY 8: SERPENTINE WALL 22' L x 8' H Serpentine Shaped Conference Wall/Divider Comes with full structure & case *This structure is not a rental and will be owned by exhibitor	$9,500.00	$12,350.00
	DISPLAY 9: 10' CUSTOM Header Back Wall Podium Bamboo counter 2 Halogen lights	$7,500.00	$9,750.00
	**DISPLAY 10: 20' CUSTOM** Header Back Wall 2 Podium Bamboo counter 4 Halogen lights	$9,500.00	$12,350.00

- Each Hard Wall Display Includes: Installation Labor, Dismantle Labor, Signage, Full Back Drop.
- Design costs additional, if needed (see signage order form) Please call for pricing on additional sizes available.
- See furniture, accessory, AV and signage order forms for additional items to enhance your custom display.
- No refunds will be granted to any items cancelled after Discount Deadline as most orders have been placed and processed.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

TOTAL OF ALL ITEMS ORDERED + 8.750% SALES TAX: $_____

EXHIBIT COMPAY NAME BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP EMAIL

PHONE EXT FAX

EXHIBITOR SIGNATURE PRINT NAME

DISPLAY ORDER FORM

METER COUNTER - SIDE PANEL PRINTING AVAILABLE

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	1 METER STRAIGHT—38.25"W X 38.25"H	$150.00	$195.00	
	1 METER CURVED—42.25"W X 38.25"H	$175.00	$227.50	
	2 METER STRAIGHT—77.5"W X 38.25"H	$310.00	$403.00	
	2 METER CURVED—42.25"W X 38.25"H (QUANTITY 2)	$340.00	$442.00	

SHOWCARDS

Please circle material: Bio Board additional 10% | Foamcore | Coroplast *recycled post show

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 44"	$40.00	$52.00	
	22" x 28"	$90.00	$117.00	
	28" x 44"	$100.00	$130.00	

BANNERS

Please circle material: PET Eco Banner additional 10% | Smooth Gloss Vinyl

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	BANNER SELECT ONE: GROMMETS POLE POCKETS	$20.00 psf	$26.00 psf	

BANNER SPECS: _____Length ft. X _____Width ft. = _____sq. ft. X $_____ psf = $_____

ADDITIONAL GRAPHICS - PLEASE CONTACT STETSON FOR PRINTING DIMENSIONS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	SPECIAL CUT GRAPHIC	$40.00 per cut	$52.00 per cut	
	ROLL UP BANNER W/ STAND (2.75'W X 6.5'H) FOR USE WITHIN YOUR BOOTH & TRAVEL FRIENDLY DOES NOT INCLUDE CASE	$350.00	$455.00	
	REMOVABLE FLOOR DECAL (LOW ADHESIVE STICKER) GREAT FOR THE ENTRANCE OF YOUR BOOTH Non PVC & Phthalate Free Material Available	$20.00 psf	$26.00 psf	

STICKER SPECS: _____Length ft. X _____Width ft. = _____sq. ft. X $_____ psf = $_____

PLEASE CONTACT US FOR ADDITIONAL CREATIVE OPTIONS TO ENHANCE YOUR BOOTH SPACE

- Email print ready artwork to your exhibitor services representative.
- Any in-house work needed to prepare non-digital art for production, or to correct digital files to a production ready state, is billed at the Graphic Design Hourly Rate in half hour increments ($50.00 per hour).
- No refunds will be granted to any items cancelled after print ready artwork or approval has been submitted.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

TOTAL OF ALL ITEMS ORDERED + 8.750% SALES TAX: $_____

EXHIBIT COMPAY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

SIGNAGE ORDER FORM

ENVIRONMENTAL INLINE BOOTH CARPET (13 OZ.): 100% EcoSolution Q ® type 6 solution dyed yarn recyclable into fiber and backing

QTY.	STANDARD SIZES: WILL COVER 10' X 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL	COLOR
	10' x 10' BOOTH SPACE	$140.00	$185.00		☐ BLUE ☐ BLACK ☐ GRAY ☐ GREEN ☐ RED
	10' x 20' BOOTH SPACE	$280.00	$350.00		
	10' x 30' BOOTH SPACE	$420.00	$525.00		
	10' x 40' BOOTH SPACE	$560.00	$700.00		

CUSTOM CUT & LAY CARPET (ISLAND & PENINSULA BOOTHS): 100 square feet minimum, per square foot

INCLUDES SEAMING & SPECIAL CUTTING (ALL ISLAND BOOTHS WILL NEED TO ORDER TO AVOID GAPS)	DISCOUNT PRICE	STANDARD PRICE	TOTAL	*Select Color Above
BOOTH SIZE _____ X _____ = _____	$2.75 psf	$3.58 psf		

PLUSH CARPET (28 OZ.): 100 square feet minimum, per square foot

PLUSH CARPET: ORDERS MUST BE RECEIVED 30 DAYS PRIOR TO MOVE IN TO GUARANTEE AVAILABILITY. NO REFUNDS.	DISCOUNT PRICE	STANDARD PRICE	TOTAL	
BOOTH SIZE _____ X _____ = _____	$3.25 psf	$4.23 psf		☐ BLUE ☐ BLACK ☐ GRAY ☐ GREEN ☐ RED

PADDING AND VISQUEEN PROTECTION

100 square feet minimum, 100% recyclable

	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CARPET PADDING—PER SQ. FT. BOOTH SIZE _____ X _____ = _____	$1.10 psf	$1.43 psf	
VISQUEEN PROTECTION—PER SQ. FT. BOOTH SIZE _____ X _____ = _____	$0.60 psf	$0.78 psf	

- If no carpet color is selected, show color will be selected by Stetson.
- Exhibitor provided flooring is subject to forced installation labor and carpet tape for safety regulations.
- All carpets cut for electrical installations will be subject to a $40 fee per cut.
- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

TOTAL OF ALL ITEMS ORDERED + 8.750% SALES TAX: $_____

EXHIBIT COMPAY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

CARPET ORDER FORM

Vacuuming of rugs, washing and/or mopping of floor tile, sweeping of booths and emptying of wastebaskets are not included in your space rental for this convention. Cleaning services include booth vacuuming and trash removal. One time only vacuuming services are performed prior to the show opening. Please indicate whether you wish the service once before opening day or daily throughout the show. To ensure your booth is show ready, please order the following cleaning services listed below.

VACUUMING (Please Check)

		DISCOUNT PRICE	STANDARD PRICE
____	Vacuuming Carpet—OPENING DAY ONLY (min. 100 sq. ft.)	$0.55 sq. ft.	$0.72 sq. ft.
____	Vacuuming Carpet—DAILY (min. 100 sq. ft.)	$0.50 sq. ft.	$0.65 sq. ft.

Booth size: _____ x _____ = _____ sq. ft. @ _____ x _____ = $ _____

(Ex.) 20' x 20' = 400 sq. ft. | $0.55 sq. ft. | # of Event Days | Total

PORTER SERVICE:

Daily emptying of wastebaskets through show period as needed.

		DISCOUNT PRICE PER DAY	STANDARD PRICE PER DAY
____	Exhibit Area 399 sq. ft. and below	$50.00	$65.00
____	Exhibit Area 400 sq. ft. to 799 sq. ft.	$60.00	$78.00
____	Exhibit Area 800 sq. ft. and Above	$70.00	$91.00

Booth size: _____ x _____ = _____ sq. ft. @ _____ x _____ = $ _____

(Ex.) 20' x 20' = 400 sq. ft. | Price Per Day | # of Event Days | Total

- Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
- Labor charges will apply for removal of visqueen on carpets not installed by or rented from Stetson.
- No refunds will be granted to any items cancelled after the Discount Deadline.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

TOTAL OF ALL ITEMS ORDERED + 8.750% SALES TAX: $_____

EXHIBIT COMPAY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

BOOTH CLEANING ORDER FORM

GREEN PLANTS—RENTAL ONLY

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	BOSTON FERN: TABLE SIZE	$50.00	$65.00	
	GREEN PLANT: 1' - 2' TALL	$50.00	$65.00	
	GREEN PLANT: 2' - 3' TALL	$70.00	$91.00	
	GREEN PLANT: 3' - 5' TALL	$90.00	$117.00	
	GREEN PLANT: 5' - 7' TALL	$110.00	$143.00	

All plants include container. Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.

BLOOMING PLANTS AND FRESH FLORAL ARRANGEMENTS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	SEASONAL BLOOMING PLANT	$50.00	$65.00	
	TABLE FLOWER ARRANGEMENT - FLAT BACKED	$85.00	$110.50	
	TABLE FLOWER ARRANGEMENT - FULL ROUND	$90.00	$117.00	
	LARGE FLOOR ARRANGEMENT	$125.00	$162.50	

Please list your preferred flower colors: _____

Please call Stetson Exhibitor Services at 412.223.1090 if you have requirements other than those listed.

- If no color specified, Stetson will choose the best available arrangement.
- No refunds will be granted to any items cancelled after the Discount Deadline .
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

TOTAL OF ALL ITEMS ORDERED + 8.750% SALES TAX: $_____

EXHIBIT COMPAY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

FLORAL ORDER FORM

OPTION 1 - SUPERVISED BY STETSON CONVENTION SERVICES—*AND SEE NEXT PAGE*

- For your convenience, Stetson's skilled personnel will unpack and install your company's display prior to the Exhibitor's arrival.
- After the show closing, Stetson will supervise the dismantling and packing, and assist with shipping arrangements.
- 30% of the total labor bill will be added for this service, $45.00 minimum per installation and/or dismantle will apply.
- Information on the following page must be completed if your display is to be received, set and shipped out appropriately.
- Please include detailed instructions and/or shipping instructions.

OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE

- Exhibitor Representative must check in to pick up workers at Stetson Service Desk at the beginning and end of labor usage.
- Starting time can be guaranteed only when labor is requested at 8:00 am, or at official set up time. For all other start times, check in at the Stetson Service Desk one-half (½) hour before requested time of labor.
- If Exhibitor fails to pick up workers at time ordered, a one (1) hour per worker no-show charge will be assessed.
- An exhibitor representative is permitted to work along union for set up and dismantle of booth.

LABOR RATES: 1 hour per worker minimum charge, thereafter 1/2 hour increments		DISCOUNT PRICE	STANDARD PRICE
STRAIGHT TIME:	Weekdays 8:00 am to 8:00pm	$70.50	$92.00
OVERTIME:	Saturdays and weekdays 4:31 pm to 7:59 am	$105.75	$136.50
DOUBLE TIME:	All day Sunday and holidays	$141.00	$183.30

PLACE ORDER HERE: Please estimate the number of workers and hours per worker needed.

	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF WORKERS	HOURS PER WORKER	LABOR RATE	TOTAL
Installation:							$
Dismantle:							$

Please Indicate Supervision		
Option 1 _____ Supervised by Stetson* *next page to be completed	TOTAL LABOR ORDERED:	$
	30% ($45.00 MINIMUM) STETSON SUPERVISION FEE:	$
	ADDITIONAL EQUIPMENT NEEDED (IE: CARPET TAPE):	$
Option 2 _____ Supervised by Exhibitor	**TOTAL ESTIMATED LABOR:**	$

- All cancellations must be submitted in writing to Stetson at least five (5) business days prior to first day of event move-in. Failure to do so may incur the full charge of estimated labor needed.
- Labor orders placed after discount deadline date will be filled as work force is available.
- Labor scheduling is done on a first-come, first-serve basis. Stetson will do our best to schedule your requested time.
- Remember that all labor ordered is just an estimate. Invoices will be calculated according to actual hours worked. Please order carefully, a surcharge will be levied for excessive hours ordered and not used.
- Exhibitor-owned carpet will incur an additional $20.00 fee per roll for carpet tape. Exhibitors must use Stetson provided tape.
- Labor may be updated by Stetson as per most up to date labor rates and hours.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPAY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

LABOR ORDER FORM

OPTION 1 - STETSON CONVENTION SERVICES SUPERVISED LABOR INSTRUCTIONS

Stetson is committed to providing you with the best possible service and equipment. If you have ordered supervised labor, please complete the following information. Providing accurate information will keep labor cost to a minimum.

INBOUND SHIPPING INFORMATION

CARRIER _____

FREIGHT WILL BE SHIPPED TO:	Warehouse	Show Site

EMERGENCY CONTACT NAME _____ **CELL PHONE** _____

SET-UP INFORMATION: PLEASE CIRCLE ONE OF EACH FOR THE FOLLOWING

SET-UP PLANS/PHOTO: WE HIGHLY SUGGEST SENDING COPIES TO **STETSON REPRESENTATIVE** EVEN IF SENT WITH EXHIBIT.	Attached	Sent with Exhibit *we highly suggest	In Crate #____
CARPET:	Sent with Exhibit	Shipped Separately	Ordered from Stetson
ELECTRICAL PLACEMENT:	Attached	Sent with Exhibit	Placed under Carpet

- **COMMENTS:**

GRAPHICS:	Sent with Exhibit	Shipped Separately

- **COMMENTS:**

SPECIAL TOOLS OR HARDWARE REQUIRED:

*Stetson will not be responsible for product or literature that is not properly packed and labeled by exhibit personnel. Additional charges may be incurred when set-up plans or photos are not included and a reset is necessary.

OUTBOUND SHIPPING INFORMATION

SHIP TO:	
BILL TO:	

METHOD OF SHIPPING

☐ COMMON CARRIER ☐ VAN LINE ☐ AIR FREIGHT ☐ SHOW CARRIER (ADCOM) CARRIER NAME_____

☐ NEXT DAY ☐ 2ND DAY ☐ DEFERRED/GROUND

☐ PREPAID ☐ COLLECT

EXHIBIT COMPAY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

LABOR INSTRUCTIONS

IMPORTANT INFORMATION AND RATES:

A forklift may be required during assembly of displays and uncrating, positioning and re-skidding of equipment and/or machinery.

FORKLIFT LABOR RATES PER CREW: FORKLIFT WITH OPERATOR		DISCOUNT PRICE	STANDARD PRICE
STRAIGHT TIME:	Weekdays 8:00 am to 4:30 pm	$170.00	$190.00
OVERTIME:	Saturdays and weekdays 4:31 pm to 7:59 am	$255.00	$275.00
DOUBLE TIME:	All day Sunday and holidays	$340.00	$360.00

PLACE ORDER HERE: Please estimate the number of crews and hours per crew needed for installation and dismantling. Invoices will be calculated according to actual hours worked.

	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF FORKS	HOURS PER FORK	HOURLY RATE	ESTIMATED WEIGHT	TOTAL
Installation:								$
Dismantle:								$

Please Indicate Service:

☐ Uncrating ☐ Re-crating
☐ Leveling ☐ Positioning
☐ Un-skidding ☐ Re-skidding

TOTAL LABOR ORDERED:	$
30% STETSON SUPERVISION FEE: (IF APPLICABLE):	$
TOTAL ESTIMATED FORKLIFT:	$

- All cancellations must be submitted in writing to Stetson at least five (5) business days prior to first day of event move-in. Failure to do so will incur a one (1) hour per worker fee.
- Start time can be guaranteed only when labor is requested during official set-up time. For all other start times, check in at the Stetson Service Desk one-half (½) hour before time requested. Every attempt will be made to provide this service at the specific time requested.
- The minimum charge for labor is one (1) hour per crew. Labor thereafter is charged in one-half (½) hour increments.
- All forklift orders contracted at show site will carry an additional 10% surcharge.
- Forklift orders placed after discount price deadline date will be filled as work force is available. If Exhibitor fails to pick up workers at time ordered, a one (1) hour per worker no-show charge will be assessed.
- The maximum capacity is 5,000 pounds. Larger forklift and crane service is available only by advance request.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPAY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

FORKLIFT ORDER FORM

FREIGHT HANDLING & DRAYAGE SERVICES

Stetson Convention Services is the exclusive provider of freight handling services. This should not be confused with the cost to transport your materials to and from the event. Below are the options and explanations to ship your material whether in advance or directly to show site.

ADVANCE SHIPMENTS TO WAREHOUSE:

- Shipments are received at warehouse, unloaded and stored up to 30 days prior to show move-in date
- Shipments are delivered to show site, unloaded and delivered to your booth—first freight on floor
- Empty containers are removed, stored and returned to booth; empty labels are provided
- Reloading of freight for return to your specified destination
- Please include a Bill of Lading with weight, type of merchandise, and piece count
- Certified weight ticket must accompany shipment, hand-written tickets are NOT accepted as certified
- Call if you need to ship oversized material that will require special equipment or handling
- **If your items will be arriving after the deadline, please notify Stetson of the shipment's tracking numbers and piece count to** ensure these items will be delivered in time to be loaded
- Label your freight correctly; labels are included in the manual for your convenience; include your exhibit company name, booth number and the name of the event
- Advantages to shipping in advance:
    - Advance freight is in your booth when you arrive for set up
    - Warehouse accepts freight Monday through Friday, no appointment necessary
    - Freight will be received at the warehouse 3 to 30 days prior to move in (if freight is received after the warehouse dead-line date or before opening dates, additional charges will incur)

DIRECT SHIPMENTS TO SHOW SITE:

- Shipments received at event site facility, unloaded from the carrier or exhibitor vehicle, and delivered to exhibitor booth
- Empty containers removed, stored and returned to booth; empty labels provided
- Reloading freight for return to your specified destination
- Please include a Bill of Lading with weight, type of material, and piece count
- Certified weight ticket must accompany shipment, hand-written tickets are NOT accepted as certified
- Call if you need to ship oversized material that will require special equipment or handling
- Label your freight correctly; labels are included in the manual for your convenience; include your exhibit company name, booth number and the name of the event
- Freight will be accepted during exhibitor move-in times; additional charges or possible shipment refusals will occur if material is received outside of these times

SMALL PACKAGES AND CARTONS TO ADVANCE WAREHOUSE OR SHOW SITE:

- Charges apply per piece, total weight of shipment must be 50 lbs. or less
- Cartons and packages received without documentation will be delivered without guarantee of piece count or condition; special handling fees will apply
- Services provided same as advance and direct shipments

ACCESSIBLE STORAGE

- Empty storage may or may not be accessible during show hours
- Please contact Exhibitor Services for costs associated with accessible storage during the event.

EXPLANATION OF FREIGHT HANDLING TERMS

CRATED OR SKIDDED: Material that is skidded or shipped in a container (crate, skid, display case, box), that can be unloaded at the dock with no additional handling required.

UNCRATED: Materials shipped loose or pad wrapped, or unskidded materials with no proper lifting bars or hooks.

SPECIAL HANDLING: Shipments received in such a manner that it requires additional time, labor or equipment to unload, sort or deliver. Please see below for specific definitions:

- NO LABELS: Shipments that arrive without labels clearly stating Exhibitor Name, Booth # and/or piece count.
- NO DOCUMENTATION: Shipments that arrive without a Bill of Lading and/or a certified weight ticket. Hand-written weight tickets are not acceptable. BOL must contain shipper, carrier, origin, piece count and type as well as weights. Van lines (UPS, FedEx, DHL) typically do not include documentation.
- REWEIGH: All shipments are typically reweighed at show site. Bill of Lading weights will be compared to on-site weight tickets to ensure accuracy.
- STACKED SHIPMENTS: Shipments loaded in a way that multiple items are "stacked" in the vehicle or loose items placed on top, which requires items be removed to ground level first.
- GROUND (UN)LOADING: Vehicles that are not at dock level prevent the use of a loading dock. U-Haul's, flat beds, and company vehicles with trailers are included in this category.
- SIDE DOOR (UN)LOADING: See Ground Unloading. Also, shipments packaged in a way that it must be accessed through the side door of the delivery vehicle.
- CONSTRICTED SPACE (UN)LOADING: Trailers loaded tightly (side to side/top to bottom) that shipments are not easily accessible.
- MIXED SHIPMENT: Multiple pieces from multiple exhibitors in one delivery that requires additional labor to sort and separate shipments to deliver correctly to each booth.
- DESIGNATED PIECE (UN)LOADING: Shipments requiring a certain sequence of unloading or loading, reloading after loading to ensure it fits properly or moving around pieces to unload properly.
- CARPET ONLY: Carpet and/or pad require additional labor and equipment to handle.
- ALTERNATE LOCATIONS: Exhibitor freight that must be delivered in more than one area, floor or building.
- UNFORESEEN CIRCUMSTANCES: Stetson takes full measures to avoid complication at show site. Possible hourly labor in addition to special handling to all exhibitor freight when show site circumstances are out of Stetson's immediate control such as construction, elevator complications, unforeseen material handling complications or stresses, or minimal on-site dock access.

ADDITIONAL CHARGES

- Early/Late to Warehouse—Freight received before the 30-day window or after the deadline date will incur a 25% surcharge.
- Off Target—Freight received outside of designated exhibitor move-in times or target times will incur a 25% surcharge.
- Mobile Rolling Rate/Spotting Fee—this is a flat rate fee for any vehicle, piano or other item on wheels that enters/exits the exhibit hall with labor assistance (please call for details).
- Jockey Fee—Shipments arriving at the warehouse after the transfer date will incur a special delivery charge if the exhibitor wishes to have the materials delivered to the show. This charge is based upon weight, dimensions, show location, weekday/weekend, after hours, and/or holidays.
- Forwarding Fee—Shipments returned to the warehouse for holding or re-forwarding will be charged $50.00 per day and $50.00 per 100 lbs with a $150.00 minimum.

MONEY SAVING TIPS: SMALL PACKAGE SHIPPING WITHOUT DOCUMENTATION

- Express shipments such as FedEx, UPS and DHL are delivered without documentation, such as a Bill of Lading or certified weight ticket. These packages will be delivered to the booth without guarantee of piece count or condition. Shipments received without documentation will be included in the category of Special Handling because of the additional time and labor involved.
- Consolidate small packages to save money. Packages received separately will be billed per receiving event.
  (i.e.) Three separate shipments: 58 lbs. @ 200 lb. minimum, 62 lbs. @ 200 lb. minimum, 70 lbs. @ 200 lb. minimum
  All three shipped together: 190 lbs. @ 200 lb. minimum

BENEFITS OF PREFERRED ON-SITE CARRIERS

- Stetson will have at least one preferred carrier on site at the close of your show. They provide all of the necessary paperwork and scheduling to ensure a smooth move out.
- Benefits: Exhibitors will not have to worry about carrier "wait" times and the charges those incur.
  Exhibitors will not have to wait for their carrier to show up.
  Representatives will be on site to answer all questions regarding shipment, delivery and charges.
  Overtime charges can be avoided.

SHIP EARLY

- Shipments arriving late to the warehouse or show site can cost time and money. Ship as early as possible. Our advance warehouse accepts shipments at least 30 days prior to move in.

FREIGHT HANDLING FAQS

WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND FREIGHT HANDLING?

- Shipping is making arrangements with a carrier or courier to transport your exhibit materials to the advanced warehouse or to show site and/or outbound from the show to your specified destination.
- Freight handling is the service provided by Stetson to handle your shipment once it arrives to the advanced warehouse or at show site until it leaves show site. This includes unloading of freight, storing at warehouse, delivery to show (if sent advance) and your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier.

CAN I CARRY MY OWN MATERIALS IN?

- You are only permitted to carry in what one person can hand carry in one trip without the use of hand trucks or dollies.
- You are not permitted to hand carry through the dock area. Hand carrying applies to front entrance only.

DO I SEND MY SHIPMENT PREPAID OR COLLECT?

- Only prepaid shipments will be accepted. This ensures that transportation charges will be paid by the exhibitor or third party.
- Collect shipments will be returned to the delivering carrier.

HOW DO I ESTIMATE MY COST?

- Freight handling rates apply to each CWT (100 lb. increments) or fraction thereof, and are based on the actual inbound weight. To calculate total pounds of shipment, round up each total shipment weight to the nearest 100 lbs. (ex: 325 lbs. would be rounded to 400 lbs.). Any weight of 51-200 lbs. should be calculated at 200 lb. minimum.

WHAT IS A BILL OF LADING?

- A Bill of Lading is a document that establishes the terms between a shipper and a transportation company. This carrier issued receipt indicates the condition the transported material is received and includes piece count, weight and type of merchandise.
- A certified weight ticket is required to avoid surcharges. A weight ticket that is hand-written is not accepted as certified.

HOW DO I LABEL MY PACKAGES?

- To ensure safe arrival of your material and to avoid surcharges, each item should be properly labeled with the exhibiting company's name, the booth number and the name of the event.
- Labels for Advance to Warehouse or Direct to Show Site are enclosed on the pages following the freight handling order form.

DO I NEED INSURANCE FOR MY SHIPMENT?

- It is highly recommended that your materials are insured from the time they leave your firm until they are returned after the show. Exhibitors are encouraged to arrange all-risk coverage by placing "riders" to your existing polices. Stetson Convention Services is not an insurer. Please visit www.exhibitorinsurance.com for more information.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- You can pick up empty labels at the Stetson service area to label each of your pieces for empty storage. These labeled pieces will be picked up and stored by the end of move-in hours.
- At the close of the event, empty containers will be returned to your booth once aisle carpet has been removed (if applicable). Depending on the size of the show, this could take up to several hours.

HOW DO I SHIP MY MATERIAL AT THE CLOSE OF THE SHOW?

- Shipping information, labels, Bills of Lading and personal assistance are available at the Stetson Service Desk. Each shipment must be properly labeled and have a completed Bill of Lading to ship materials from the show.
- Call your designated carrier with pick-up information and turn the completed Bill of Lading into the Stetson Service Desk to ensure pick up once your exhibit is packed up. Remember to leave ample time for empties to be returned.

WHAT HAPPENS IF MY CARRIER DOES NOT SHOW UP BY THE DESIGNATED TIME?

- Should your carrier fail to pick up or refuse to accept shipment, Stetson reserves the right to reroute to the show carrier or deliver back to the warehouse at the Exhibitor's expense.
- Shipments can be returned to warehouse for holding or re-forwarding until your carrier arrives to pick it up. It will be charged $50.00 per day and $50.00 per 100 lbs., with a $150.00 minimum.

INBOUND SHIPPING INFORMATION

ESTIMATED DATE OF ARRIVAL:	
CARRIER:	

☐ **ADVANCE TO WAREHOUSE**

	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED	$85.00	$170.00
SPECIAL HANDLING	$106.25	$212.50

Shipments must arrive within warehouse receiving dates to avoid 25% surcharge. If your items will arrive after, please notify us of the tracking numbers and piece count to ensure they will be delivered in time to be loaded. Roundtrip rates include: unloading of freight, storing at warehouse, delivery to show site and your booth, storage of empties, return of empties, handling to dock area, reloading onto carrier at end of show.

☐ **DIRECT TO SHOW SITE**

	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED	$100.00	$200.00
SPECIAL HANDLING	$125.00	$250.00

Shipments must arrive within Exhibitor Move-in times to avoid 25% surcharge or shipment refusal. Roundtrip rates include: unloading of freight, delivery to your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier at end of show.

☐ **SMALL PACKAGE RATE** — **MAXIMUM WEIGHT PER SHIPMENT IS 50 LBS.**

EACH CARTON $50.00

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

- ☐ EARLY/LATE TO WAREHOUSE: ..... 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT
- ☐ OFF TARGET (OUTSIDE MOVE-IN TIMES): ..... 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT
- ☐ LATE TRANSFER FROM ADVANCE WAREHOUSE: ..... SURCHARGE BASED ON WEIGHT, DIMENSION & PIECE COUNT
- ☐ FREIGHT LEFT IN BOOTH WITH NO BOL FILLED OUT / NOT TURNED INTO STETSON DESK:..... $50.00 FLAT FEE

DESCRIPTION	WEIGHT CWT (ROUNDED UP TO NEAREST 100)	PRICE PER CWT (APPLY SURCHARGES IF APPLICABLE)	ESTIMATED TOTAL 200 LB. MINIMUM
Example: 2 Crates	500 lbs. ÷ 100 = 5	$85.00	$425.00
	÷ 100 =	$	$
	÷ 100 =	$	$
		TOTAL DUE	$

- Payment authorization is required with all orders.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPAY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

FREIGHT HANDLING ESTIMATION

EXHIBITOR MOVE IN DOCK ACCESS:
MONDAY, MAY 18 1:00PM TO 8:00PM
WEDNESDAY, MAY 20 3:45PM TO 7:00PM

CARTLOAD & SPOTTING SERVICES

CARTLOAD SERVICE:
Stetson will unload your personal vehicle (car or van), place your equipment on a flat bed cart and deliver to your booth. This fee is limited to one cart full and one trip. Total weight for cartload service may not exceed 300 lbs. Material over the 300 lbs. maximum will be charged standard material handling fees (CWT Rate). Additional fees apply if more than one trip and one cartful is required to unload your vehicle.

To qualify for this service:

- You must arrive in a personal operated vehicle
- No company trucks/vans or bob tails

This service will help expedite the move in and move out process as well as reduce your hassles of transporting your vehicles. Your exhibitor name will be placed on a Cartload Service List that Stetson's dock master will have on site during move in to give you accessibility to the dock area. On the move out, once your items are packed in your booth, please see the exhibitor service desk to receive your Dock Pass. You are not permitted to access the dock area if your items are not packed for pickup.

SPOTTING SERVICE:
If you require to use your own labor and equipment to unload, you will be charged a spotting fee which is equivalent to the cartload service.

To qualify for this service:

- You must use your own equipment and labor to transport your items.
- You must check in with Stetson's dock master upon arrival so that labor is assigned to your team.

All services must arrive within Exhibitor Move-in times to avoid 25% surcharge or service refusal. Roundtrip rates include: unloading of freight, delivery to your booth, reloading into your car POV at the end of the show.

This service does not include storage of your empty containers. Standard material handling fees apply for empty container storage.

☐ **CARTLOAD RATE** **MAXIMUM WEIGHT FOR CARTLOAD IS 300 LBS.**

ONE ROUNDTRIP CARTLOAD .....COMPLIMENTARY
EACH ADDITIONAL CARTLOAD ON THE MOVE IN .....COMPLIMENTARY

☐ **SPOTTING FEE**

ONE ROUNDTRIP SPOTTING FEE $100.00
EACH ADDITIONAL SPOTTING RUN $50.00

TOTAL OF ALL ITEMS ORDERED: $_____

EVENT DOCK ACCESS: PLEASE INSERT THE TIME WHEN YOU PLAN ON ACCESSING THE DOCK:

DOCK AVAILABILITY ON THE MOVE IN:	04/18/15	1:00PM –8:00PM	**_____
DOCK AVAILABILITY ON THE MOVE OUT:	04/20/2015	3:45PM—7:00PM	**_____

CARTLOAD & SPOTTING SERVICE

OUTBOUND SHIPPING INFORMATION

Stetson is committed to providing you with the best possible service and equipment. Please fill out below to have labels and a Bill of Lading pre-filled out for you. An on-site representative must confirm piece count, and sign off on the Bill of Lading during move-out.

OUTBOUND SHIPPING INFORMATION	
EXHIBIT COMPANY NAME:	
BOOTH #:	
SHIP TO:	
BILL TO:	

METHOD OF SHIPPING

☐ COMMON CARRIER ☐ VAN LINE ☐ AIR FREIGHT ☐ SHOW CARRIER (ADCOM WORLDWIDE)

CARRIER NAME _____ CARRIER PHONE # _____

☐ NEXT DAY ☐ 2ND DAY ☐ DEFERRED

☐ PREPAID ☐ COLLECT

OUTBOUND SHIPPING MATERIALS: ($50.00 EACH)

☐ SHRINK WRAP ☐ BANDING ☐ PALLET

ESTIMATED # OF OUTBOUND PIECES

DESCRIPTION OF ITEMS _____

ESTIMATED TOTAL WEIGHT _____ **NUMBER OF LABELS TO BE MADE** _____

Stetson will make arrangements for all shipments via our show carrier. Arrangements must be made for all other carriers. Shipments without paper-work (above must be signed on site) will be re-routed onto our show carrier via your expense. Verify piece count, weight and address PRIOR to pick up.

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
ADCOM c/o Air Dispatch
223 South Park Ave.
Buffalo, NY 14204

ADVANCE WAREHOUSE
NCCL

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between PUBLISHED TIMES to avoid surcharge

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
ADCOM c/o Air Dispatch
223 South Park Ave.
Buffalo, NY 14204

ADVANCE WAREHOUSE
NCCL

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between PUBLISHED TIMES to avoid surcharge

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
ADCOM c/o Air Dispatch
223 South Park Ave.
Buffalo, NY 14204

ADVANCE WAREHOUSE
NCCL

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between PUBLISHED TIMES to avoid surcharge

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
ADCOM c/o Air Dispatch
223 South Park Ave.
Buffalo, NY 14204

ADVANCE WAREHOUSE
NCCL

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between PUBLISHED TIMES to avoid surcharge

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
c/o Buffalo Niagara Convention Center
153 Franklin St.
South Exhibit Hall
Buffalo, NY 14202

DIRECT TO SHOW SITE
NCCL

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive during PUBLISHED TIMES to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
c/o Buffalo Niagara Convention Center
153 Franklin St.
South Exhibit Hall
Buffalo, NY 14202

DIRECT TO SHOW SITE
NCCL

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive during PUBLISHED TIMES to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
c/o Buffalo Niagara Convention Center
153 Franklin St.
South Exhibit Hall
Buffalo, NY 14202

DIRECT TO SHOW SITE
NCCL

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive during PUBLISHED TIMES to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
c/o Buffalo Niagara Convention Center
153 Franklin St.
South Exhibit Hall
Buffalo, NY 14202

DIRECT TO SHOW SITE
NCCL

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive during PUBLSIHED TIMES to avoid surcharge or shipment refusal

Utilities Connection Order Form

Please return to: Buffalo Niagara Convention Center

Convention Center Plaza
Buffalo, NY 14202
(716) 855-5555 * (800) 995-7570
Fax: (716) 855-3158
info@buffaloconvention.com

BUFFALO NIAGARA CONVENTION CENTER

Today's Date: _____
Order placed by: _ _Fax _ _Email _ _Mail

********PLEASE NOTE: USE THIS FORM AS RECORD OF YOUR FINAL INVOICE. NO ADDITIONAL INVOICES WILL BE MAILED OUT.**

Name of Event: _____ Date(s) of Event: _____ Booth #: _____

Firm Name: _____ On Site Contact _____

Address: _____

Phone #: _____ Fax #: _____

Authorized By: _____ Title: _____ Date: _____

PAYMENT: Check (**Payable to Buffalo Niagara Convention Center**): Check #: _____ Amt:$_____

Credit Card: _ _ Visa _ _ MasterCard, _ _ American Express Total amount Charged:$_____

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____

PAYMENT MUST ACCOMPANY ORDER / ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT

The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring into equipment will be charged at prevailing rates for labor and materials.

120 Volt Outlet	**ADVANCE**	**ONSITE**	**QUANTITY**	**TOTAL**
500 watt or 5 amp outlet	$73.00	$86.00		
1,000 watt or 10 amp outlet	$82.00	$96.00		
1,500 watt or 15 amp outlet	$85.00	$102.00		
2,000 watt or 20 amp outlet	$92.00	$109.00		
208 Volt Single Phase				
10 amp or ½ HP	$108.00	$129.00		
20 amp or 1 HP	$124.00	$146.00		
30 amp or 3 HP	$135.00	$162.00		
50 amp or 7 ½ HP	$171.00	$204.00		
60 amp or 10 HP	$207.00	$247.00		
208 Volt Three Phase				
10 amp or ½ HP	$132.00	$156.00		
20 amp or 1 HP	$143.00	$172.00		
30 amp or 3 HP	$161.00	$191.00		
50 amp or 7 ½ HP	$201.00	$240.00		
60 amp or 10 HP	$238.00	$285.00		
Higher amperage available on request – Please ask for quotation.				
Equipment Rental	**Advance Order**	**Floor Order**	**Quantity**	**Total**
25' – 3 wire #12 extension cord	$26.00	$31.00		
50' – 3 wire #12 extension cord	$47.00	$62.00		
15 amp power strip	$29.00	$37.00		

NO ELECTRICAL SERVICES WILL BE PERFORMED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED.

For Special Electrical Labor requests please contact us at 716-855-5555

Transformers: Transformers are available for altering voltage, provided they are ordered by the deadline. Quotations are available on request.

24 Hour Service: Available at an additional 50% charge, if ordered in advance. **I will require 24 hour service: _ YES _ _ NO**

Electrical Outlets: $_____
Equipment Rentals: $_____
8.75% NYS TAX: $_____
TOTAL OF ORDER: $_____

Service	Acctg

Terms and conditions apply – see reverse side of form for details *Rev. Oct. 2014*

Internet Order Form

Please return to: Buffalo Niagara Convention Center
Convention Center Plaza
Buffalo, NY 14202
(716) 855-5555 * (800) 995-7570
Fax: (716) 855-3158
Email: info@buffaloconvention.com

BUFFALO NIAGARA CONVENTION CENTER

Today's Date: _____

Order placed by: Fax Email Mail

DISCLAIMER: Wireless internet for a single device can easily be purchased onsite. Advance orders of wireless are only recommended in instances where multiple devices are required. See pricing on reverse side for ONSITE wireless and wired orders.

Event Name: _____ Date(s) of Event: _____

Booth #: _____ Meeting Room: _____ Install Day: _____

Firm Name: _____ On Site Contact _____

Address: _____

Phone #: _____ Fax #: _____

Email: _____

Authorized By: _____ Title: _____ Date: _____

PAYMENT: Check (**Payable to Buffalo Niagara Convention Center**): Check #: _____ Amt:$_____

Credit Card: _____ Visa _____ MasterCard ____ American Express Total amount Charged: $_____

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____

PAYMENT MUST ACCOMPANY ORDER/ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT

Advance orders require access code to be distributed during move-in of show. Please see BNCC staff member for pick-up location.

INTERNET OPTIONS	ADVANCE BASIC WIRELESS (each additional device add $5)	ADVANCE PREMIUM WIRELESS (each additional device add $5)	ADVANCED DEDICATED WIRED (each additional device add $20)
	Suitable for general web browsing, checking email, instant messaging, small file retrieval, etc.	*For streaming media or large file retrieval. 1.5mb dedicated bandwidth.*	*1.5mb dedicated bandwidth. Includes installation in the most convenient location.*
1 DAY	$40.00 (5 Devices)**	$250.00 (5 Devices)**	$180.00
3 DAY	$75.00 (5 Devices)**	$500.00 (5 Devices)**	$240.00
5 DAY	$100.00 (5 Devices)**	$750.00 (5 Devices)**	$300.00
Wireless can be purchased ONSITE for a single device at any time using a major credit card.			
Minimum order of 5 devices required for wireless.			
ADDITIONAL INTERNET NEEDS			
Public IP addresses, traffic prioritization, and custom WAN/LAN/VLAN configuration available upon request			
Configuration for credit card machines and other network devices available upon request.			

ORDER REQUIREMENTS:

Typed of Connection: Basic Wireless ☐ Premium Wireless ☐ Dedicated Wired ☐

Number of Days: 1 Day ☐ 3 Day ☐ 5 Day ☐ # of **Additional Days:**_____

# of Additional Devices:_____

Service	Acct

SUB TOTAL $_____

8.75% NYS TAX: $_____

TOTAL OF ORDER: $_____

PLEASE NOTE: THIS FORM SERVES AS RECORD OF YOUR FINAL INVOICE. NO ADDITIONAL INVOICES WILL BE MAILED OUT.

Terms and conditions apply – see reverse side of form for details

BUFFALO NIAGARA CONVENTION CENTER

TELEPHONE SERVICE ORDER FORM

PLEASE RETURN TO
BUFFALO NIAGARA CONVENTION CENTER
One Convention Center Plaza / Buffalo, New York
14202 TEL 716-855-5555 / FAX 716-855-3158
EMAIL: info@buffaloconvention.com

PLEASE COMPLETE ALL INFORMATION BELOW

NUMBER OF LINES BOOTH NUMBER

NAME OF EVENT

EXHIBITING FIRM NAME

OFFICE ADDRESS

CITY STATE ZIP OFFICE PHONE

Billing Instructions: ☐ Check ☐ Visa ☐ AMEX ☐ MC

CREDIT CARD NUMBER EXPIRATION DATE

DATE INSTALLATION DESIRED _____/_____/_____ DATE SERVICE TO BE DISCONNECTED _____/_____/_____

AUTHORIZED BY (PLEASE PRINT) TITLE

TELEPHONE INFORMATION – ALL INFORMATION MUST BE PROVIDED

❶ BNCC Room or Booth Location for service _____

❷ Please indicate where line is to be installed: LEFT REAR FRONT RIGHT

❸

TELEPHONE	QUANTITY	ADVANCE ORDER	ON SITE	TAX 8.75%	TOTAL(S)
Single line		**$160.00**	**$185.00**		
Additional Lines		**$100.00**	**$125.00**		

RULES AND REGULATIONS

1. Buffalo Niagara Convention Center is the exclusive provider of telecommunications throughout the center.
2. Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Credit will not be given for service installed and not used.
4. Only BNCC personnel are authorized to modify wiring. Equipment must remain connected.
5. All equipment must comply with NEC and FCC regulations.
6. Telephone number will be provided upon installation.
7. See BNCC management for any special requests.
8. All equipment and materials are property of the BNCC and shall be removed only by the BNCC electrician at the close of the show.

SPECIAL INSTRUCTIONS

Please fax back to the Buffalo Niagara Convention Center at (716) 855-3158. Thank you.

SERVICE	ACCOUNTING

REVISED 10/14